

		Retail Team	0303
Purpose: Staff the working level positions for retail sales and assistance. These include customer assistant, cashier, and cashier assistant.			
Commitment Level		Responsibilities	
Conference	1 to 2 days	Pre-Conference	
Average per day	8 hours	Conference	
Reports to:		Works closely with:	
Retail Event Manager		Store Manager Retail Team	

Responsibilities pre-Conference:

1. **Help recruit volunteers.**
2. Pray for conference.

Responsibilities during Conference:

1. All – Familiarize yourself with the store, store products and prices.
2. **Cashier** - Enter customer sales in register (efficiently and correctly).
3. **Cashier Assistant** – Bag merchandise at Point of Sale.
4. **Customer Service**
 - Assist customers with products (sizes, location, color, etc.).
 - Ensure displays are organized and “shopable”.
 - Help keep the store clean and neat (break down card board boxes, remove trash and boxes).
 - Notify Store Manager of any labeling/price discrepancies.
 - Restock merchandise as necessary.

Note: Store Manager or Retail Event Manager must authorize refunds, returns, and exchanges.

Last shift assists with inventory, packing of product and palletizing.